

TOWN OF HENRIETTA
2016 SPECIAL USE PERMITS SCHEDULE

All meetings are scheduled for the first and third Wednesday of each month, except January, as noted, July and August (only one meeting) on the third Wednesday. Meetings are held in the Main Meeting Room at the Henrietta Town Hall. Applicants will be notified by certified mail as to when to appear. Applicant or a representative must be present.

MEETING DATE

JANUARY 20, 2016
FEBRUARY 3, 2016
FEBRUARY 17, 2016
MARCH 2, 2016
MARCH 16, 2016
APRIL 6, 2016
APRIL 20, 2015
MAY 4, 2016
MAY 18, 2016
JUNE 1, 2016
JUNE 15, 2016
JULY 20, 2016
AUGUST 17, 2016
SEPTEMBER 7, 2016
SEPTEMBER 21, 2016
OCTOBER 5, 2016
OCTOBER 19, 2016
NOVEMBER 2, 2016
NOVEMBER 16, 2016
DECEMBER 7, 2016
DECEMBER 21, 2016
JANUARY 18, 2017

CLOSING DATE

DECEMBER 18, 2015
JANUARY 4, 2016
JANUARY 15, 2016
JANUARY 29, 2016
FEBRUARY 12, 2016
MARCH 4, 2016
MARCH 18, 2016
APRIL 1, 2016
APRIL 15, 2016
APRIL 29, 2016
MAY 13, 2016
JUNE 17, 2016
JULY 15, 2016
AUGUST 5, 2016
AUGUST 19, 2016
SEPTEMBER 2, 2016
SEPTEMBER 16, 2016
SEPTEMBER 30, 2016
OCTOBER 14, 2016
NOVEMBER 4, 2016
NOVEMBER 18, 2016
DECEMBER 16, 2016

Applications must be submitted to the Building and Fire Prevention Department no later than 12:00 P.M. (NOON) on the closing date. Applications must be complete.

REQUIREMENTS FOR APPLICATIONS

Application Form

Application Fee: \$100.00

4 Site Plans

Letter of Authorization

Letter of Intent

Electronic copy*

Signed Statement of Applicant and Owner with Respect of Professional and Consulting Fees

*of all site plans, instrument survey maps and coloring renderings in the format of: .DWG, .PDF and/or .TIFF
(medium: CD/DVD, USB Flash Drive, email: drawings@henrietta.org)

Any questions regarding meeting date or time should be directed to Rebecca Wiesner, Town Clerk and Receiver of Taxes at 359-7012 or Jennifer L. Miranda, Deputy Town Clerk and Receiver of Taxes at 359-7039. Any questions regarding Drawings, Codes, Fees, or any other possible required information should be directed to the Building and Fire Prevention Department, Cherie Burroughs at 444-2260.